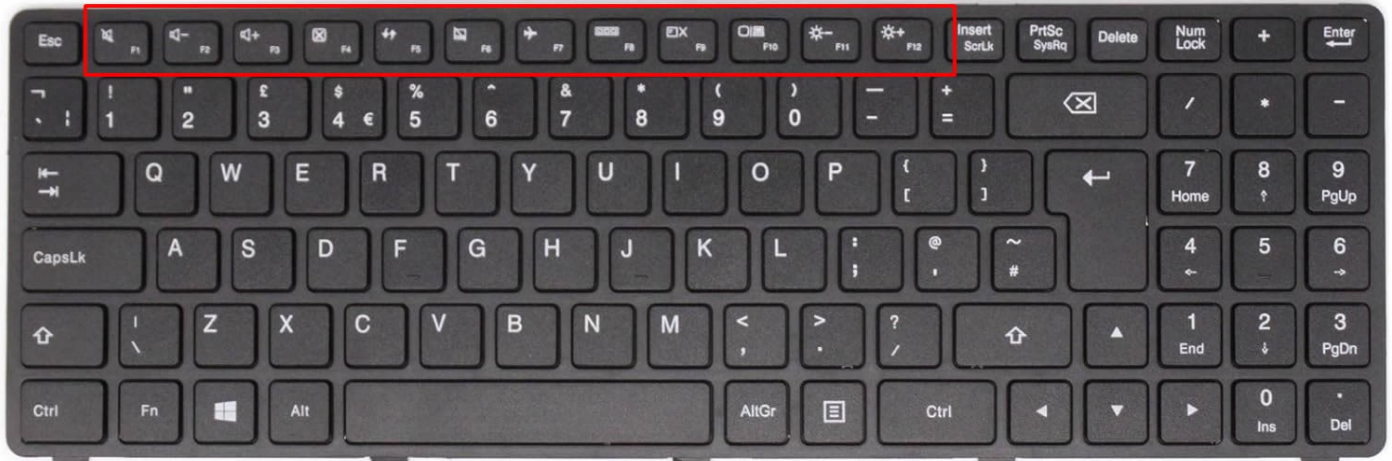




1. User Options

Before we begin - Laptop keyboards

Splash uses the function (F1-F12) keys which are at the top of the keyboard at various times:



These might be used by students who have keyboard access, but are also used by helpers setting up Splash.

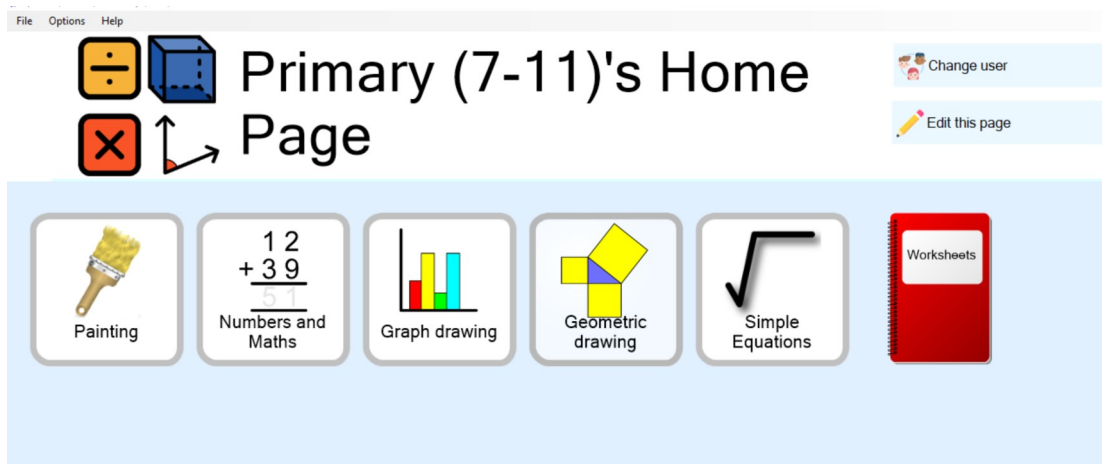
On many laptops these buttons actually have 2 functions, and are labelled not only with F1-F12, but also control brightness, volume, flight mode etc:



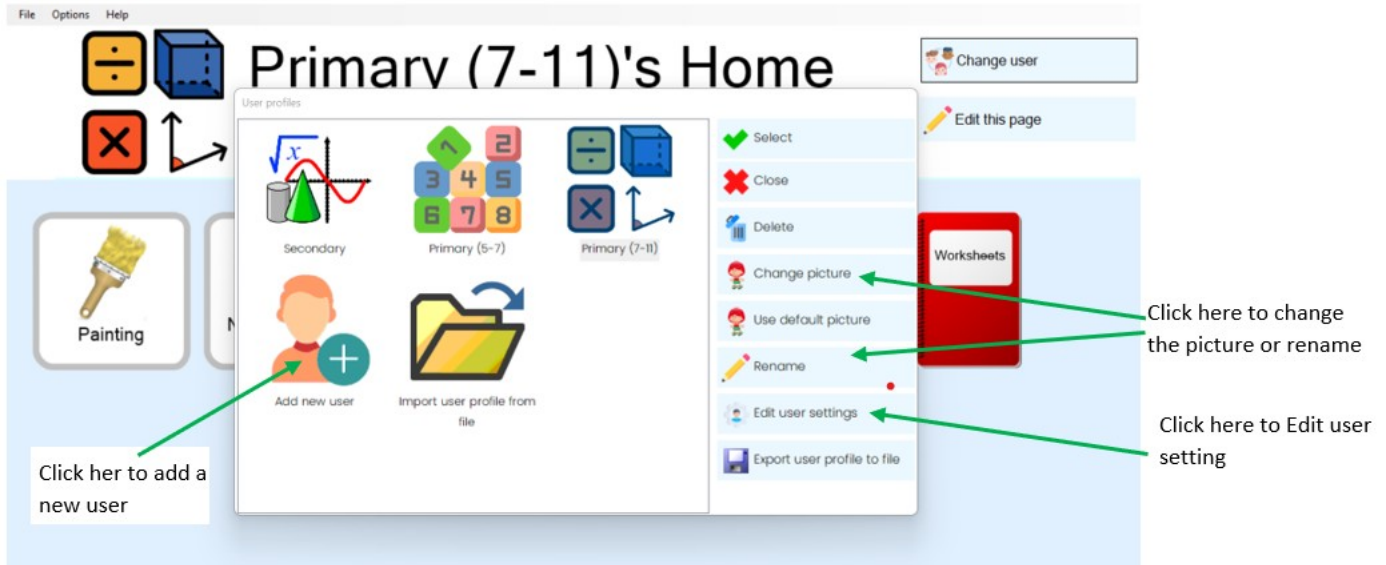
In this case often the button performs the system action, and does not behave as the F1-F12 by default. To actually press the Windows F1-F12 keys, you need to either:

- Press the "Fn" button as well, which is usually bottom left between control and the Windows key
- Or change the settings so that they default to being F1-F12 keys. (The setting for this is usually in a manufacturer's settings screen, not the Windows settings)

Splash will open into the User's menu screen:

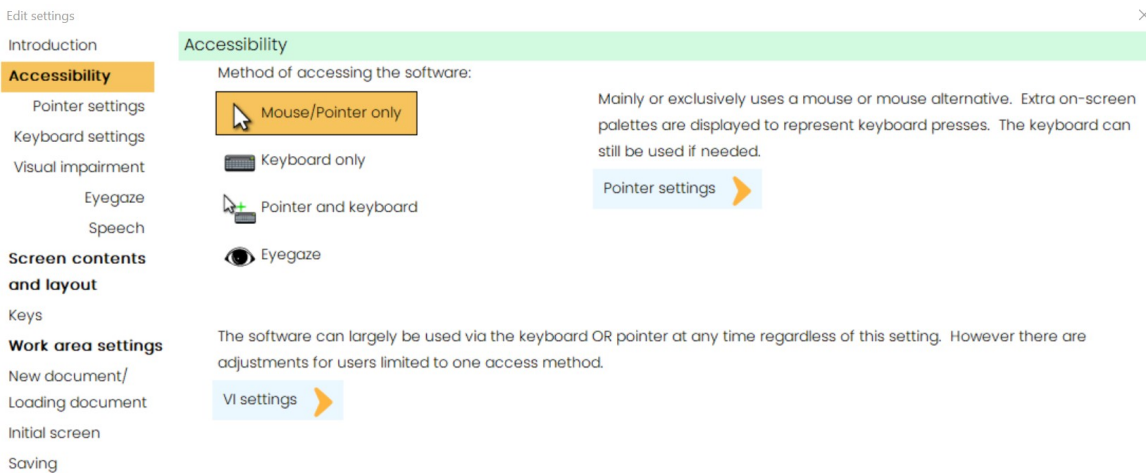


To change user, create a new user or personalise the settings for a user, select “Change user” in the top right-hand corner of the screen:



Edit User Settings

Many changes can be made to how Splash functions in the Edit User Settings menu. A User’s accessibility settings can be personalised, numerous changes can be made to the layout of the screen, and the way documents can be loaded and saved can also be altered. For now, we will look at the accessibility options:



Select the Mouse/Pointer option if the User will benefit from on-screen palettes. The keyboard can still be used if needed. Choosing the Keyboard option will place keyboard short cuts on the screen next to all the activities, tools and palettes. This reduces the need to remember numerous keyboard short cuts.



There are also options to support eye-gaze users, users who have a visual impairment and users who need speech support:

Edit settings

Introduction

Accessibility

Pointer settings

Keyboard settings

Visual impairment

Eyegaze

Speech

Eyegaze

Most of the [Pointer settings](#) are also relevant to eyegaze users.

Enabling this option may be beneficial for eye-gaze users who need much larger buttons:

Compact Mode: Display most functions as popups, appearing only when clicked

This extra palette can be useful to eyegaze users for precisely positioning items on the page

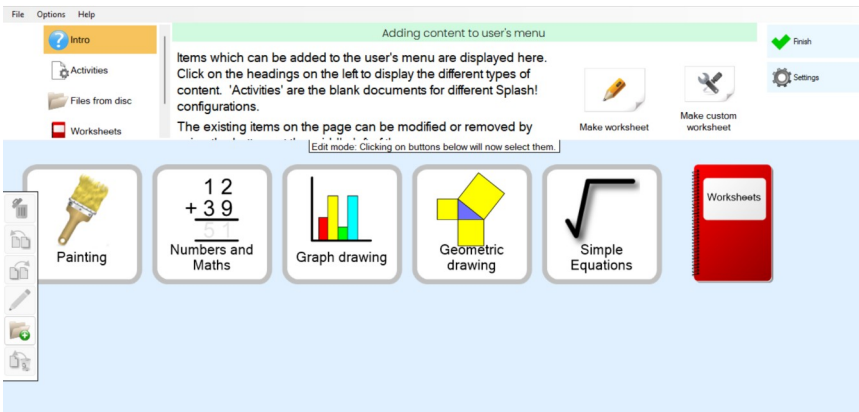
Nudge buttons

If Eyegaze is chosen, Splash will operate in Compact Mode where most functions, when selected, will appear as popups in order to make selection easier.

Once you have made the changes needed, select OK and then select the green tick in the user settings box. You will now return to the User's home page with all the changes in place.

Editing the User's Home Page

The User's home page shows a variety of "Activities" and a worksheet folder.



Each activity has a workspace with the tools, palettes and capabilities which will enable the User to carry out calculations for the different maths areas shown.

The User's home page can also be edited by selecting "Edit this page" (just under "Change User"). Here you will be able to change the appearance of the user's home screen such as adding folders and worksheets using the tools in the left-hand panel:

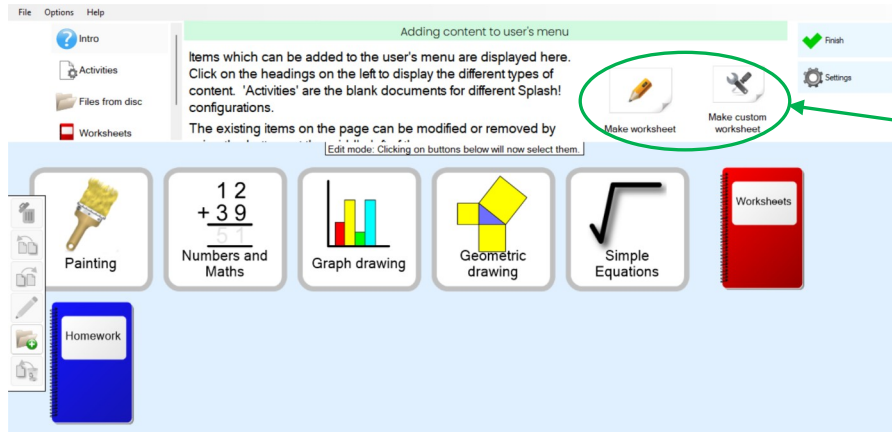


If the icons on the panel are greyed out, you must first select one of the buttons on the home page and then the icons will be activated.

Useful folders to create are "Homework" or "This Week's Work" folders. Worksheets can then be saved into the folder to make it easier for the User to find the relevant worksheets. Use the second last button (labelled "Add New" above) to add a folder. Documents can be added using the options at the top of the screen...

Making a Worksheet

There are also options on this editing screen to create new or customised worksheets. The handout “*Creating and Saving Worksheets*” has instructions to help you make your first worksheet.



Select one of these buttons to create your own worksheet. The option “Make custom worksheet” will take you through a worksheet wizard.

While editing the menu, clicking the main buttons will select them for modification. To select one of the options and proceed to the main Splash work screen, you need to stop editing by clicking the "Finish" button in the top right corner.